

Systems Development

DESCRIPTION OF MAJOR SERVICES

The Systems Development fund was established to support, maintain, and improve the modernized creation, retention, and retrieval of information in the county's system of recorded documents. Revenue includes fees collected pursuant to Government Code Section 27361 on legal documents. This budget year will be the first that staffing is associated with this budget unit.

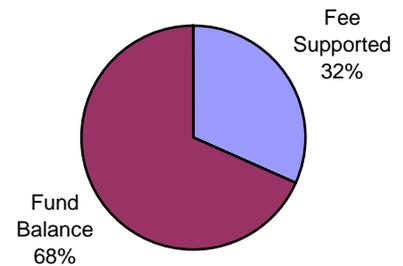
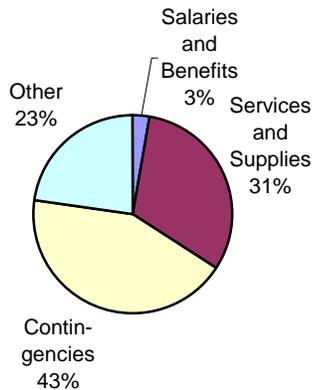
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	3,615,341	13,557,790	4,085,653	15,738,417
Departmental Revenue	4,066,883	3,380,000	4,646,280	5,000,000
Fund Balance		10,177,790		10,738,417
Budgeted Staffing		-		7.0

In Accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated appropriations in this budget unit are less than budgeted. The amount not expended is carried over to the subsequent year's budget.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY

2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Fiscal
 DEPARTMENT: Auditor/Controller-Recorder
 FUND: Systems Development

BUDGET UNIT: SDW REC
 FUNCTION: General
 ACTIVITY: Finance

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	34,199	-	-	111,100	-	111,100	310,350	421,450
Services and Supplies	2,662,466	9,664,523	-	-	-	9,664,523	(4,723,946)	4,940,577
Equipment	703,433	2,798,000	-	-	-	2,798,000	(193,000)	2,605,000
Transfers	685,555	685,555	-	254,994	-	940,549	50,876	991,425
Contingencies	-	242,212	-	-	-	242,212	6,537,753	6,779,965
Total Appropriation	4,085,653	13,390,290	-	366,094	-	13,756,384	1,982,033	15,738,417
Oper Trans Out	-	167,500	-	-	-	167,500	(167,500)	-
Total Requirements	4,085,653	13,557,790	-	366,094	-	13,923,884	1,814,533	15,738,417
Departmental Revenue								
Current Services	4,393,602	3,380,000	-	-	-	3,380,000	1,620,000	5,000,000
Other Revenue	252,678	-	-	-	-	-	-	-
Total Revenue	4,646,280	3,380,000	-	-	-	3,380,000	1,620,000	5,000,000
Fund Balance		10,177,790	-	366,094	-	10,543,884	194,533	10,738,417
Budgeted Staffing		-	-	1.0	-	1.0	6.0	7.0

DEPARTMENT: Auditor/Controller-Recorder
 FUND: Systems Development
 BUDGET UNIT: SDW REC

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	-	13,557,790	3,380,000	10,177,790
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	-	-	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	1.0	366,094	-	366,094
Subtotal	1.0	366,094	-	366,094
Impacts Due to State Budget Cuts				
	-	-	-	-
TOTAL BASE BUDGET	1.0	13,923,884	3,380,000	10,543,884
Department Recommended Funded Adjustments	6.0	1,814,533	1,620,000	194,533
TOTAL 2004-05 PROPOSED BUDGET	7.0	15,738,417	5,000,000	10,738,417



SCHEDULE C

DEPARTMENT: Auditor/Controller-Recorder
 FUND: Systems Development
 BUDGET UNIT: SDW REC

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Salaries and Benefits Added 6.0 staff for the following positions: Automated Systems Analyst I, Automated Systems Technician, 3.0 Clerk III and Staff Analyst II. The ACR has a number of modernization initiatives to pursue and staff is needed to achieve them. The Recorder currently provides vital records and marriage licenses through three County Libraries. Using the same libraries, the Recorder would like to extend the ability to research the grantor/grantee index and the sale of official records to the public. One Clerk III is needed at each of the three libraries. The San Bernardino County Recorder is one of two offices that has statutory authority to conduct electronic recording of documents. The Recorder currently conducts electronic recording for the Franchise Tax Board, the Treasurer/Tax Collector, and various mortgage lenders. In order to expand this service to local title companies, who strongly desire this service, one additional ASA I and one additional AST are needed to install and support new software and the systems at the title companies. The complexity of the Recorder's office has increased in the past few years to enable the division to keep up with the workload. A Staff Analyst II is needed to - prepare and monitor contracts, RFPs, and management projects - coordinate studies of operations, work flow, training, and finances - develop policies and procedures to improve operations - Analyze and make recommendations on revenues and expenditures -review and make recommendations on new and pending legislation. The total cost of these six positions is \$280,939 and will be completely funded from the special revenue fund. There is no impact to the General Fund or local cost.	6.0	310,350	-	310,350
2. Services and Supplies Beginning this fiscal year only the amount to be expended in services and supplies in 2004-05 will be budgeted. The remaining balance will be moved to contingencies. The \$2,500,000 budgeted in services and supplies is to add expanded index data to the archived images and/or to digitize more of the filmed images.	-	(4,723,946)	-	(4,723,946)
3. Equipment Reduction in need for projected equipment.	-	(193,000)	-	(193,000)
4. Transfers Increase is due to new positions being added that were Board approved on March 9, 2004. Positions priced out higher in budget prep than anticipated in the board agenda item due to employees starting at a higher steps, 401K and retirement costs.	-	50,876	-	50,876
5. Contingencies Increased due to the remaining unplanned balance from services and supplies to contingencies.	-	6,537,753	-	6,537,753
6. Revenue The increase revenue is due to the projected increase in recording documents, the work volume has increased significantly due to the real estate economy.	-	-	1,620,000	(1,620,000)
7. Operating Transfers Out Prior year CIP remodel was recognized last year, funding is no longer required in fiscal year 2004-05.	-	(167,500)	-	(167,500)
Total	6.0	1,814,533	1,620,000	194,533

